

STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry marital status, disability, religious or political affiliation, age or sexual orientation.



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR ASSISTANT SECRETARY OFFICE OF AUDITS AND COMPLIANCE (EXEMPT) CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION SACRAMENTO, CALIFORNIA

MONTHLY SALARY

\$8,209 - \$8,879

FINAL FILING DATE:

May 26, 2006

On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to www.lhc.ca.gov/lhc.html and refer to the section entitled Governor's Reorganization Plans.

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

Under the direction of the Undersecretary, California Department of Corrections and Rehabilitation, the Assistant Secretary, Audits and Compliance is responsible for the Department's internal audit function and compliance oversight activities. The Assistant Secretary directs the Office of Audits and

Compliance, which provides the Department with independent, objective analyses of program, business, and fiscal operations through compliance reviews and formal internal audits. This function serves to determine the adequacy of the Department's systems of internal control and the degree of compliance with these controls; to verify the integrity, economy, efficiency, and effectiveness of financial, administrative, and operational management; to verify management accountability; to identify deficiencies; and to support the Department's compliance and quality assurance initiatives.

The Office of Audits and Compliance is also responsible for the coordination of external audits of the Department conducted by other governmental entities.

Typical duties of the position include the following:

- Directs and oversees the audit and compliance program which conducts internal audits and compliance reviews of the Department's programs, functions, and activities. Establishes policies for the audit program and directs its technical and administrative functions.
- Oversees the development of audit/review instruments and plans, performance of audits/reviews, submission of reports of findings to the Secretary, and the critical review of Corrective Action Plans submitted to address deficiencies.
- Responsible for the development and implementation of a departmental quality assurance program for the site level monitoring of operational performance, and the quality improvement process to immediately address deficiencies.
- Serves as advisor to the Undersecretary, and as a member of the Secretary's Executive Management Team; and represents the Secretary and the Department on matters involving audit and compliance and quality assurance issues.
- Represents the Department on issues involving external audit agencies including the Inspector General, Bureau of State Audits and the Department of Finance.

MINIMUM QUALIFICATIONS

- Ability to evaluate the materiality and significance of deviations from established policies, procedures, and regulations, and to make recommendations for corrective action
- Knowledge of accounting principles and practices, internal auditing standards, and techniques required to perform audits.
- Knowledge of global operations within correctional institutions, camps and facilities
- Overall knowledge of workers' compensation and occupational health and safety
- Demonstrated management experience, including policy setting and strategic planning and management.
- Demonstrated experience communicating effectively both orally and in writing
- Ability to develop and evaluate both short and long-range plans.

- Ability to plan, organize, coordinate, and manage others in a wide variety of activities.
- Administrative experience in a managerial capacity with responsibility for the development, execution, interpretation, and evaluation of policies, procedures, laws, regulations, and guidelines.
- Ability to interact with high level officials and maintain effective working relationships with auditees of any level.
- Ability to analyze complex program issues or problems and develop recommendations to resolve the issues.

DESIRABLE QUALIFICATIONS

- A thorough working knowledge of adult and juvenile correctional operations, State government, and the issues currently faced by California corrections.
- Knowledge of policy development, court compliance, litigation and claims, general liability, information security, workers' compensation, occupational health and safety, offender information and appeals, as it relates to adult and juvenile correctional operations.
- Experience in personnel management and leadership skills, which demonstrate the ability to motivate staff, and manage large groups; knowledge of the Department's mission, vision, and equal employment opportunity program objectives and a manager's role in achieving an equal employment opportunity workplace.
- Bachelor's degree in accounting or related field; Certified Public Accountant or Certified Internal Auditors; five years or more experience in public accounting, internal auditing, or governmental accounting.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

THE DEPARTMENT

The Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Assistant Secretary, Office of Audits and Compliance serves at the pleasure of the Governor and is an "Exempt" position; therefore appointment to this position and salary are subject to Executive Approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office, and submit a copy of the application along with a resume of qualifications and experience, and three professional references (names and telephone numbers) to Michelle Hagan, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Suite 108 North, Sacramento, California 95814 by **May 26, 2006**. Resumes of qualifications received without a copy of the Governor's application will not be considered. For further information regarding this position, please contact Michelle Hagan at (916) 323-2122.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.governor.ca.gov or <http://appointments.ca.gov/en/form/index.php>